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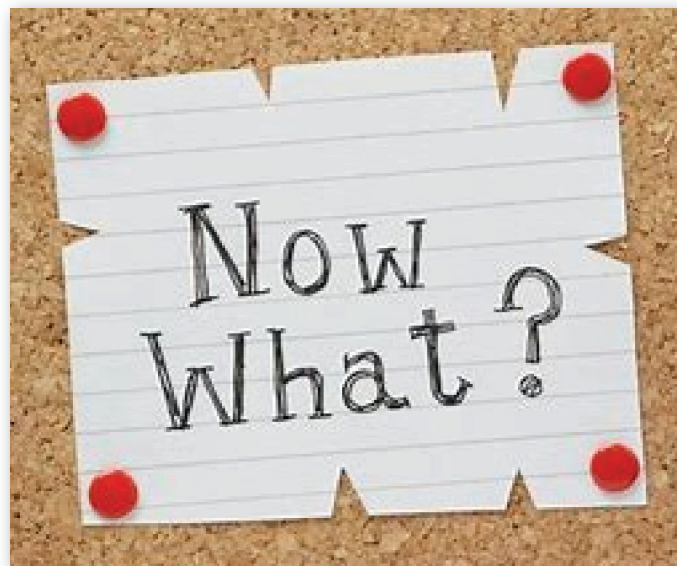
So You Are a CCLS! Now What?

BY VIVIAN SHREVE, CCLS, CCLS CERTIFYING BOARD MEMBER

Well, first of all, congratulations! You should be very proud of yourself for achieving this accomplishment.

Next, it is very important to remember that you need to stay in touch with the CCLS Certifying Board. If you move or change jobs, if your office moves, you change your phone number or your email address, it is crucial to inform the CCLS Certifying Board. We send out reminders about your recertification and other important information through email. If we don't have a current email address, we attempt to follow up by mail. But if you've moved, or have not provided your new contact information to the CCLS Certifying Board, we have no way to reach you. Many people count on the reminders for recertification, so if we can't get those out to you, and you fail to recertify, you lose your ability to use the certification that you worked so hard for. We send these notices out as a courtesy. Whether notice is sent or received, it is the responsibility of the CCLS to keep the CCLS Certifying Board informed, and to keep track of your recertification period.

As for recertification, it is important that you keep track of your recertification period. You have to recertify every three years by completing 15 hours of continuing education, 5 hours of which may be self-study. The educational program must focus on the duties of legal support staff. Of the required 15 hours, no more than 6 credit hours will be allowed if the education concerns administrative and/or mechanical functions performed by legal support staff (legal secretary science). Of those 6 hours, no more than 2 credit hours will be allowed for courses where the topics are not unique to work done by legal support staff (i.e., Notary refresher classes, Microsoft classes, Adobe classes, etc.) Therefore it is possible that courses approved for a specified number of credit hours will not be given full credit by the CCLS Certifying Board (CCLS Recertification Standards for Recertification, <https://www.lsi.org/ccls-certification>).



So, now you're asking "How do I get those 15 hours of credit?" It is actually pretty simple to obtain the CLE hours. LSI puts on numerous lunchtime webinars and seminars throughout the year that qualify for CLE. The local affiliated associations put on webinars, in-person workshops, and other events throughout the year that also qualify for CLE credits. The State Bar of California and its legal specialization sections, as well as many local bar associations, provide seminars and workshops. Courses and education programs approved for Professional Legal Secretary (PLS) credit by NALS are available. In addition, there are numerous court reporting firms that offer CLE-qualified programs. And don't forget about the opportunities for CLE from your local college programs. You should know that any educational program of one hour or more must provide substantive handouts. Programs of more than one hour without the handouts, may, in the CCLS Certifying Board's discretion, either be disallowed, or reduced to a maximum of one credit hour.

There has been a huge increase in the availability and popularity of lunchtime webinars and pre-recorded seminars. The difference between a webinar that qualifies for participatory credit and a webinar that qualifies only for self-study is pretty simple. A live webinar, where there is a live person giving the instruction, and allowing for questions and answers (via chat, etc.) is considered a live webinar and eligible for participatory credit. However, if the webinar is pre-recorded, available for download, and there is no opportunity to ask questions and have those questions

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answered at that time, is considered self-study. You are only allowed 5 hours of self-study credit in any recertification period.

Now you know how to get the credits. How do you prove that you attended? Applicants for recertification are encouraged to obtain and submit the standard CCLS Certificate of Attendance (available on LSI's website) whenever possible. Otherwise, the following types of certificates will be accepted:

- CCLS Certificate of Attendance (to be signed by the program provider);
- CCLS Certificates of Completion (self-study programs) to be co-signed by the provider or the CCLS's supervising attorney. (The provider must be an approved provider and the signatures must be made in wet ink – no signature stamps);
- CCLS Certificates for Instructional Credit Hours; or
- MCLE Certificates co-signed by the provider or the CCLS's supervising attorney. (Again, the signatures must be made in wet ink – no signature stamps)
- Please note: Applicants for Recertification MAY NOT SIGN THEIR OWN CERTIFICATES OF ATTENDANCE.

Finally, what is the process for recertification? On or before the expiration date of the current term, the recertifying CCLS will submit an Application for Recertification, along with the recertification fee, all of the completed and signed certificates of attendance, and any substantive handouts. The preferred method is electronic. The documentation may be sent via email to the CCLS Recertification Chair. The applicant may choose to make the requisite payment by check payable to LSI or by PayPal. The application has a place to make the choice. If PayPal is chosen, once the application and certificates have been reviewed, the CCLS Board Chair will send a PayPal link to the applicant. If preferred, the applicant may use First Class Mail for submission. If the applicant chooses to mail their application and documentation, they may contact the CCLS Certifying Board or the LSI Administrator to obtain the physical address.

For more complete and detailed information, please feel free to review the CCLS Standards for Recertification on LSI's website.

CONTACTS:

CCLS CERTIFYING BOARD: cclscertifyingboard@gmail.com

CCLS RECERTIFYING CHAIR: cclsrecertification@gmail.com

LSI: (916) 239-4089 / (800) 281-2188 / www.lsi.org

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ANSWERS FROM QUIZ ON PAGE 27

CCLS QUIZ: ANSWER KEY

- | | |
|----------------|----------------|
| 1. FEBRUARY 9 | 6. JANUARY 12 |
| 2. FEBRUARY 8 | 7. MARCH 16 |
| 3. JANUARY 16 | 8. MARCH 5 |
| 4. MARCH 2 | 9. FEBRUARY 23 |
| 5. FEBRUARY 20 | 10. MARCH 2 |